

ORGANIZATION AND PROCEDURE

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ORGANIZATION AND PROCEDURE

1. The activities of the Career Service Committee here shown are supplemental to those previously reported in Tab A of the Committee's Progress Report, dated 22 January 1952.

2. Mr. Walter Reid Wolf, Deputy Director (Administration), became Chairman of the Committee when the resignation of [redacted] formerly Assistant Director for Personnel, became effective in April.

3. Mr. Sherman Kent, Assistant Director for Office of National Estimates, was unable to continue as an active member of the Committee and his place was taken in late January by Mr. Kingman Douglass, Assistant Director for Office of Current Intelligence.

4. Among the many persons with whom the Committee conferred, or

Committee either on a witting or unwitting basis. The Executive Secretary of the Committee took part in a conference of the American Management Association on Executive Inventory and Development.

5. The six Working Groups, SELECTION CRITERIA, EMPLOYEE RATING, CAREER BENEFITS, TRAINEES, EXTENSION TRAINING and ROTATION, whose composition and assignments were detailed in the Committee's Progress Report of 22 January have completed their studies and made their final reports. Two additional Working Groups were set up as follows and have also made their final reports:

a. Working Group on PERSONNEL DEVELOPMENT PROGRAM:

Problem:

To recommend how, within the framework of the (Office) Career Service Boards, the evaluation and appraisal of an employee can be integrated with the determination of a development program for that employee; to refine, if

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greater detail, the responsibilities and procedures to be used by the CIA Career Service Board and the [Office] Career Service Boards.

b. Working Group on HONOR AWARDS:

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Problem:

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To recommend an Honor Awards Program with consideration for; a) separation of the Honor Awards Program from the Incentive and Efficiency Awards Program; b) the proposed CIA Regulation [] c) recommendations of [] dated 12 March 1952; d) recommendations of the Working Group on Career Benefits, Special Report, dated 10 April 1952; e) current practices and policies of U. S. Government Agencies; f) design, format and procedure; and g) whether legislation is required or desirable.

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6. More than sixty key executives of the Agency have taken an active part in the development and planning of the Career Service Program during the past nine months. While it cannot be said that all persons concerned were in complete agreement on every detail of the Program, the degree of unanimity that prevailed and the spirit of cooperation that was evinced in attempting to establish a workable plan in the interest of the Agency as a whole would augur well for the success of the Program.

7. Meetings of the Committee and its Working Groups for which agenda, minutes and records are available are as follows:

Career Service Committee	Sept. 1951 - June 1952	28
Working Group on:		
Selection Criteria	Oct. 1951 - Jan. 1952	13
Employee Rating	Oct. 1951 - Jan. 1952	17
Career Benefits	Oct. 1951 - Apr. 1952	20
Trainees	Oct. 1951 - Apr. 1952	18
Extension Training	Oct. 1951 - Jan. 1952	12
Rotation	Oct. 1951 - Apr. 1952	16
Personnel Development		
Program	Jan. 1952 - Apr. 1952	10
Honor Awards	May 1952 - Jun. 1952	3
Special Meetings		3

Total Meetings

140

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Tab A